

ALABAMA STATE DEPARTMENT OF EDUCATION  
EDUCATOR CERTIFICATION SECTION



5215 GORDON PERSONS BUILDING  
POST OFFICE BOX 302101  
MONTGOMERY, AL 36130-2101

Telephone: (334) 694-4557  
[Alabama Achieves](#)

REQUEST FOR DUPLICATE CERTIFICATE

TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM. APPLICATION FORMS ARE NOT ACCEPTED BY FAX OR E-MAIL.

To request a **DUPLICATE CERTIFICATE**:

- If not previously cleared, be fingerprinted for a criminal history background check and cleared by the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI) through the Educator Certification Section of the Alabama State Department of Education. Instructions regarding the fingerprint process may be obtained at Gemalto Services or by calling (866) 989-9316 (toll-free).
- A non-refundable fee of \$38.00 is required for a duplicate certificate. The fee may be paid by money order or cashier's check made payable to the Alabama State Department of Education. The fee may also be paid through the [Alabama State Department of Education Educator Certification Online Payment System](#) with a major credit card at (a transaction fee will be applied). Neither personal checks nor cash will be accepted. The cashier's check, money order, or a copy of the receipt verifying the confirmation number for the online payment must accompany this form.

Certificate(s), license(s), permit(s), and background clearance status may be verified at [Certification Search](#).

Please contact the Alabama school system or nonpublic/private school where you were last employed to determine if your original certificate, license, or permit remains on file in that office. [A duplicate Substitute License will not be issued.](#)

NAME IN WHICH CERTIFICATE OR PERMIT WAS ISSUED:

Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix (e.g., Jr.)

APPLICANT'S CURRENT MAILING ADDRESS:

Street/Apt./P.O. Box/Route and Box		City	State	ZIP Code
Cell Telephone	Home Telephone	Work Telephone	E-mail Address	
( )	( )	( )		
Social Security Number	Date of Birth (mm-dd-yyyy)			
- -	- -			

CERTIFICATE/PERMIT INFORMATION:

Teacher Number (if available)	Validity Period of Certificate/Permit (if available)	Name of Certificate Held (if available)
	_____ to June 30, _____ <i>Month/day/year</i>	
Name of Certificate Held (if available)	Name of Certificate Held (if available)	Name of Permit Held (if available)

**CITIZENSHIP OR NATIONAL STATUS** (Per Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491)

Yes  No I declare that I am a citizen of the United States; **OR**

Yes  No I declare that I am an alien lawfully present in the United States.

I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit.

I understand that in accordance with Ala. Code 1975 § 31-13-7 (h) "Any person who knowingly makes a false, fictitious, or fraudulent statement or representation in a declaration executed pursuant to subsection (g) shall be guilty of perjury in the second degree pursuant to Section 13A-10-102."

**CHECK YES OR NO FOR EACH QUESTION BELOW.** "YES" responses require an attached explanation and any additional supporting documentation (e.g., court certified copies of judgment, conviction, and sentencing).

**READ CAREFULLY**

- Yes  No Have you ever had any adverse action (e.g., warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency **other than the Alabama State Department of Education?**
- Yes  No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **other than the Alabama State Department of Education?**
- Yes  No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Yes  No Have you ever resigned from a position rather than face disciplinary action?
- Yes  No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
- Yes  No Are you the subject of a pending investigation involving a criminal act?

**I certify that all information pertaining to this application form is true and correct.**

**FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN ADVERSE ACTION  
BEING TAKEN AGAINST YOUR CERTIFICATE/LICENSE/PERMIT.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant